

Grafton Recreation

Silver Lake Beach Parking Lot & Snackbar Attendant

Summary:

Under supervision of the Silver Lake Beach Head Guard and Beach Director, maintain order in the parking with the parking of cars, accurately sell daily/season passes, and cook, sell and run a concession stand.

Duties and Responsibilities:

- Present a professional appearance and attitude at all times, and maintain a high standard of customer service.
- Perform various maintenance duties as directed to maintain a clean and safe facility including cleaning bathrooms, picking up and removing trash, sweeping floors, and cleaning snackbar.
- Follow proper procedures to maintain a clean and sanitized kitchen facility, handle and serve food properly and stock kitchen as needed.
- Prepare and maintain appropriate revenue reports and accurately manage money.
- Perform miscellaneous job-related duties as assigned.

Minimum Requirements:

- Must be age 16+.
- Must be dependable and mature.
- Must be able to work weekends and holidays.
- Must be able to work independently.

Knowledge, Skills and Abilities Required:

- Must act and look professional at all times.
- Ability to react calmly and effectively in emergency situations.
- Ability to prepare routine administrative paperwork.
- Ability to follow routine verbal and written instructions.

This is a seasonal part-time position.

Applications may be found online at GraftonRec.com under Employment Opportunities.

E-mail recreation@grafton-ma.gov with questions or for additional information.